

Creation Station Bulk Uploading

In order to Bulk Upload to Creation Station, you must create a .CSV file with specific information populated as required by Safari Montage.

.CSV can be created in programs like Microsoft Excel or Notepad/TextEdit.

PLEASE NOTE: The Max Upload size for an entire Creation Station Bulk Upload is 30GB.

As a best practice, and to make the data population easier, it is suggested that all files to be bulk uploaded to be placed in the same folder in the same location. File names should not have any spaces.

Each line of the Bulk Upload CSV file must contain this information:

```
pathname\filename, from grade, to grade, expiration date, copyright, title,
description
```

A completed version of that line looks like this:

```
C:\Users\Alex\Desktop\pics\Lighthouse.jpg, 1, 12, 2/1/2015, 2011,
Lighthouse1, Lighthouse background
```

The Expiration date field can be left blank by just leaving a space (,) where that data should be.

A 'Comma' should NEVER be used in any field of text. The comma can only be used as a field separator.

The acceptable and required information per field is:

Field	Format	Notes
C:\pathname\filename	C:\pathname\myvideo.mov	Valid Characters: space, dash, underscore, letters, numbers
from grade	(Pre-K, Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Adult)	
to grade	(Pre-K, Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Adult)	
expiration date	01/01/2005	Month/Day/4-Digit Year or leave this field blank if the media never expires
copyright	2005	4-Digit Year
title	The Video Title	Max 60 characters
description	A description of the video	Max 1,000 characters

(*Note that Kindergarten must be spelled out as 'K' is not a recognized value)

Once the CSV File is created, login to Safari Montage as an Admin or TeacherUp user and navigate to Modules > Creation Station.

Utilize the 'Bulk Upload File Validator' to test the CSV file you created. Safari Montage will validate the file and ensure the CSV was created correctly. If there are any issues with the file, Safari Montage will tell you which specific lines need to be fixed.

Once the file is validated you will be brought to the 'Bulk Media Upload' page, where you will once again choose your CSV file, choose sharing information, and begin the upload process. The upload process can take some time, depending on the types of files being uploaded.